

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · SALES SUPPORT SPECIALIST

1	What experience do you have in sales?	12345	
2	How did you develop your interest in sales?	12345	
3	What makes you a good fit for the role of Sales Support Specialist?	12345	
4	How would you identify the needs of a client and suggest a solution?	12345	
5	What is your understanding of the role of a Sales Support Specialist?	12345	
6	What steps do you take to guarantee that your customers are content?	12345	
7	How do you handle demanding customers?	12345	
8	What drew you to this position?	12345	
9	What kind of support did you provide clients in your previous roles?	12345	
10	What is your experience and expertise working with CRM systems?	12345	
11	What have been some of the biggest successes in your career as a Sales Support Specialist?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.